

NIMS/ICS Frequently Asked Questions

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Who needs to take ICS training?

Audience Required Training	NIMS/ ICS Training Guidelines
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: <i>Entry level first responders & disaster workers</i> <ul style="list-style-type: none"> • Emergency Medical Service personnel • Firefighters • Hospital staff • Law Enforcement personnel • Public Health personnel • Public Works/Utility personnel • Skilled Support Personnel • Other emergency management response, support, volunteer personnel at all levels 	<ul style="list-style-type: none"> ➤ FEMA IS-700: NIMS, An Introduction ➤ ICS-100: Introduction to ICS or equivalent
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: <i>First line supervisors, single resource leaders, field supervisors and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</i>	<ul style="list-style-type: none"> ➤ FEMA IS-700: NIMS, An Introduction ➤ ICS-100: Introduction to ICS or equivalent ➤ ICS-200: Basic ICS or equivalent
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: <i>Middle management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff.</i>	<ul style="list-style-type: none"> ➤ FEMA IS-700: NIMS, An Introduction ➤ FEMA IS-800: National Response Plan (NRP), An Introduction ➤ ICS-100: Introduction to ICS or equivalent ➤ ICS-200: Basic ICS or equivalent ➤ ICS-300: Intermediate ICS or equivalent (FY07 requirement)

Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: <i>Command and general staff</i> , select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers.	<ul style="list-style-type: none"> ➤ FEMA IS-700: NIMS, An Introduction ➤ FEMA IS-800: National Response Plan (NRP), An Introduction ➤ ICS-100: Introduction to ICS or equivalent ➤ ICS-200: Basic ICS or equivalent ➤ ICS-300: Intermediate ICS or equivalent ➤ ICS-400: Advanced ICS or equivalent (FY07 requirements)
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NIMS ICS-400 Training: Who Must Take It, What It Covers

The NIMS Integration Center (NIC) recommends all command and general staff personnel should take ICS-400. The course material is specific to personnel who will be serving in the following positions: command or general staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/ emergency operations center managers. Federal, state, territory, tribal or local agency/ organization/jurisdiction reserve the right to make the final decision as to who should complete this course.

Due to the limited availability of ICS 300 and 400 courses provided by IDHS, registration priority will be given to persons with the following job titles/ranking:

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| • Lieutenant | • Assistant | • Director | • EOC Staff |
| • Captain | Chief | • Hospital | • Sheriff |
| • Major | • Deputy Chief | Administrator | • Instructor / |
| • Colonel | • Chief | • Health | Training |
| • Commander | • Assistant | Administrator/ | Officer |
| • Battalion | Director | Nurse | |
| Chief | • Deputy | • Specialty | |
| • Division Chief | Director | Team Leaders | |

Who can teach ICS courses?

<http://www.fema.gov/pdf/emergency/nims/ICSInstructorGdl0106.pdf>

The NIMS Integration Center (NIC) requires the following qualifications for ICS instructors:

- **ICS 100:** Lead and Unit instructors should have successfully completed ICS 100, ICS 200, and IS-700 AND lead instructors should have training and experience in adult education and have served as Incident Commander or in a command or general staff position.
- **ICS 200:** Lead instructor should have successfully completed ICS 300 AND should have training and experience in adult education and have served as Incident Commander or in a command or general staff position. Unit instructor should have successfully completed ICS 200.

- **ICS 300:** Lead instructor should have successfully completed ICS 400 AND should have training and experience in adult education and have served as Incident Commander or in a command or general staff position in an incident that went beyond one operational period or required a written Incident Action Plan. Unit instructors should have served as Incident Commander or in a command or general staff position OR have specialized knowledge and experience appropriate for the audience, such as public health or public works.
- **ICS 400:** All instructors should have successfully completed ICS 400 AND IS-800, the National Response Plan. Lead instructor should have training and experience in adult education and have served as Incident Commander or in a command or general staff position in an incident that required multi-agency coordination and went beyond one operational period or required a written IAP. Unit instructors must have served as Incident Commander or in a command or general staff position in an incident that went beyond one operational period or required a written IAP *OR* have specialized knowledge and experience appropriate for the audience, such as public health or public works.

Adult education examples for ICS 300 and ICS 400 LEAD and UNIT instructors:

Formal instructor training such as college courses, National Wildlife Coordinating Groups Facilitative Instructor M410 course, Emergency Management Institute's Master Trainer Program, National Fire Academy's Instructional Methodology class, or DHS Office of Grants and Training's Instructor Training Certification course, or equivalent (*Fire Instructor II/III, EMS PI, EMA Instructional/Presentation Skills, FEMA Master Trainer, ILEA instructor, etc.*).

Do I need (IDHS's blessing/to take the train-the-trainer) to teach ICS courses in my jurisdiction?

No. As long as you meet ALL the instructor qualifications from the NIC, you can teach ICS. As an instructor, you must be able to assure your students you are qualified to teach. You may want to put together a package for your own records and for the peace of mind of your students of all your certificates and qualifications (see **Who can teach ICS courses?** above for details). You will assume responsibility to prove you met or exceeded standards if there is an audit of your student's training records. You will also be responsible for ensuring your course meets the NIC's standards for ICS course content (<http://www.fema.gov/pdf/emergency/nims/nsctd.pdf>) and maintaining your training records in case of an audit. You must keep all student rosters, exams, and any other course documentation.

You will also need to sign a form for IDHS stating you meet the instructor guidelines and are requesting an electronic copy of the instructor manual, student manual, FEMA exam, and FEMA answer key.

I attended an IDHS-sponsored ICS 100-400 train-the-trainer and want to teach a class in my jurisdiction. What do I need to do?

First, you need to meet ALL of the following criteria:

- Attend the ICS train-the-trainer course provided by the National Fire Academy or the Emergency Management Institute
- Meet all NIC instructor qualifications and **provide proof to IDHS** of all certifications/experience. If you attended the NFA course in early March 2007, contact Steve Walters at swalters@dhs.in.gov for submission guidelines.

Once you've attended a train-the-trainer course, you must complete the following items for IDHS support:

- **Register your course** with IDHS Certification Section at least 30 days before the course
- If you need student manuals, you must arrange to pick them up at the IDHS office. Manuals are limited to 10 each of the 300 and 400, per instructor.
- All courses must have a lead instructor, unit instructor, and proctor. The proctor cannot be one of the course instructors. He/she must be an independent proctor who is also instructor qualified in Indiana (Fire Instructor, EMS Instructor, etc).
- At least two (2) weeks prior to the test day you must **request the exams and answer sheets** from IDHS Certification Section by providing an application for each student.
- Once the course is complete, **provide a roster** of all successful completions, provide a course evaluation from **each** student, and provide an answer sheet from each student which IDHS will grade with the exam. All paperwork must be submitted to IDHS within 30 days of course completion.
- IDHS will provide a certificate of training to each student who passes the exam.
- If you wish for IDHS to provide support, including student materials, you **may not charge students** to teach an ICS class. A nominal fee, paid by the sponsoring agency, may be charged for the instructor's time and course materials (if printing your own materials).
- Courses should be multi-disciplinary. One public health student in a class otherwise full of fire fighters is not considered multi-disciplinary. For optimal benefit of all students, no more than 50% from any one discipline is recommended.
- Use the Emergency Management Institute's instructor and **student manuals** and teach to the EMI standards (covered in the instructor guide).

Where can I get ICS 300/400 student manuals?

The ICS 300 and ICS 400 student manuals are available on IDHS's NIMS webpage at http://www.in.gov/dhs/training/training_branch/emt/nims/. We also have links to the IS-700, 702, 703, and 800 courses as well as FEMA's online ICS 100 and 200 courses.

Will IDHS be offering any more ICS classes in 2007?

Please check our training calendar- <http://www.in.gov/dhs/training/>

Where can I get FREE ICS training, besides IDHS?

- **Center for Domestic Preparedness (CDP):** Lodging, meals, and travel are provided **FREE** of charge on the CDP campus in Anniston, AL. Visit <http://cdp.dhs.gov/training.html> for more info on resident training.
 - ICS 100/200 http://cdp.dhs.gov/training_calendar/programs/ee.html
 - ICS 300/400 http://cdp.dhs.gov/training_calendar/programs/aa.html

- **Federal Emergency Management Agency (FEMA)**

Resident course

- E449 ICS 100-400 Train-the-Trainer (on EMI's campus- **FREE** lodging and travel)
<http://training.fema.gov/EMIWeb/EMICourses/>

Non-resident ICS training (online)

- IS 100: Introduction to Incident Command System
<http://www.training.fema.gov/EMIWeb/IS/is100.asp>
- IS 200: ICS for Single Resources and Initial Action Incidents
<http://www.training.fema.gov/EMIWeb/IS/is200.asp>
- IS-700: NIMS: An Introduction
<http://www.training.fema.gov/EMIWeb/IS/is700.asp>
- IS-701: Multi-Agency Coordination System (MACS)
<http://www.training.fema.gov/EMIWeb/IS/is701.asp>
- IS-702: NIMS Public Information Systems
<http://www.training.fema.gov/EMIWeb/IS/is702.asp>
- IS-703: NIMS Resource Management
<http://www.training.fema.gov/EMIWeb/IS/is703.asp>
- IS-800: National Response Plan
<http://www.training.fema.gov/EMIWeb/IS/is800a.asp>

Can't I just take the ICS 300 and 400 online?

No. According to the NIC, all ICS 300 and 400 training must be done in a classroom setting.

When is the deadline to have the ICS 300/400 coursework completed?

The following NIMS Alert was released by the NIMS Integration Center on March 28th, 2007.

NIMS Alert: 09-07-NIMS ICS-300 and ICS-400 Training Requirements

The NIMS Integration Center "encourages" the completion of ICS-300 & ICS-400 training in FY07 however the failure to complete the training this year does not mean an agency, jurisdiction, or state is non-compliant!

The completion of ICS-300 and ICS-400 training is a National Incident Management System (NIMS) implementation activity for FY2007 for middle management and command and general staff. The NIMS Integration Center (NIC) published the FY2007 NIMS Implementation Matrix and Compliance Metrics on October 24, 2006. The ICS-300 and ICS-400 requirement is

referenced in the following document which can be accessed on the NIMS website at <http://www.fema.gov/emergency/nims>

- * FY07 NIMS Implementation Matrix for States and Territories (Page 12)
- * FY07 NIMS Compliance Metrics State and Territorial (Page 23)
- * FY07 NIMS Implementation Matrix for Tribal and Local Jurisdictions (Page 11)
- * FY07 NIMS Compliance Metrics for Tribal and Local (Page 15)

In FY07, the self certification approach to NIMS implementation is transitioning to performance-based metrics. Tier 1 metrics are deemed critical to measuring FY07 NIMS implementation and will require answers in the affirmative by States, territories, tribes, and local jurisdictions. The completion of ICS-300 and ICS-400 training is not a Tier 1 NIMS requirement in FY07, but agencies should start their planning and delivery of these activities as soon as possible. The NIC is urging all States, territories, tribes, and local jurisdictions to start ICS-300 and ICS-400 training in FY07. The NIC, as outlined in the metrics, will collect data on this requirement at the end of FY07 and based on the data will determine if it is to become a Tier 1 requirement in FY08.

ICS-300 and ICS-400 training will continue to be an essential NIMS training requirement in future years. During the conduct of this training, students move away from awareness training (IS-700, IS-800, ICS-100, and ICS-200) to practical application of ICS (i.e. development of an incident action plan, establishing a command structure based on a scenario, etc.). The next step in the training process will be for students to develop core competencies by completing ICS position specific training.

Can I develop my own ICS course?

Approved ICS-300 and ICS-400 level training has been developed by the United States Fire Administration (USFA), the Emergency Management Institute (EMI), the National Wildland Coordinating Group (NWCG) as well as other federal government agencies. These organizations have included the content and objectives outlined in the NIMS National Standard Curriculum Training Development Guidance dated March 2007 in the training. All ICS-300 and ICS-400 course offerings, regardless of source of the training, must include the content and objectives outlined in NIC guidance (National Standard Curriculum Training Development Guidance, March, 2007). *ICS-300 and ICS-400 is to only be taught in the classroom setting. There is no on-line training course substitution.*

NIC ICS-300 and ICS-400 Recognized Training

The NIC developed the National Standard Curriculum Development Guidance document in October, 2005. An updated version of this document is now posted on the NIC website, dated March, 2007. This document details the minimum content and objectives that each ICS course must contain - ICS-100 through ICS-400 - in order to be meet NIMS training requirements.

ICS courses developed using the National Standard Curriculum Development Guidance document meet NIMS training requirements. However, it is the responsibility of the sponsoring agency or organization to verify that the training guidelines are met

<http://www.fema.gov/pdf/emergency/nims/nsctd.pdf>).

The NIC considers anyone who has taken all applicable NIMS courses to their level of responsibility within an incident to have satisfied the NIMS training elements as part of the NIMS Implementation Activities (FY07 NIMS Compliance Matrix and Metrics). Therefore it is immaterial to the NIC if someone takes the courses from USFA, EMI, NWCG, USDA, EPA, Coast Guard, a private vendor etc., as long as the courses meet the content and objectives outlined in the National Standard Curriculum Training Development Guidance, March 2007. The NIC discourages the establishment of specific agency version ICS courses as prerequisites for additional training acceptance.